

Technical Branch
Cultural Group
Library Series

LIBRARY INFORMATION SPECIALIST I

09/96 (SAC)

Summary

Under general supervision, provide patron assistance and perform designated, responsible recurring clerical and technical library services.

Typical Duties

Provide service to patrons. Involves: responding to general requests for varied routine reference assistance by inquiring to ascertain details of the subjects of interest and explaining sources and procedures for locating requested information; assisting patrons with computer catalog terminals, compact disk-read only memory (CD-ROM) players, microform readers, printers and other library equipment; processing library card applications and renewals; checking materials in and out through the circulation desk; notifying patrons of overdue books and fines; receiving money and calculating and issuing change; reserving library materials as requested.

Order, receive, catalogue and distribute library materials. Involves: inputting orders with major vendors using automated or manual system; receiving, unpacking and verifying deliveries content against purchase orders and invoices and releasing for payment; taking required steps to correct wrong or damaged orders; assigning classification numbers to materials in accordance with prescribed classification criteria; implementing cataloging procedures associated with computerized cataloging systems.

Perform material shelving assignments. Involves: collecting materials received from book drops, other libraries, and patron reading tables; shelving materials in order of prescribed classification criteria; shifting materials on shelves or rack to maximize use of space; reading shelves to ensure books are in proper order; removing damaged, disused or outdated materials from collection in accordance with library policy; preparing materials for transfer to various branches or library locations.

Perform miscellaneous related duties. Involves: substituting if assigned for immediate supervisor, or coworkers during temporary absences by performing specified duties and responsibilities of supervisor essential to maintaining continuity of operations and similarly performing duties of coworkers; setting up activities for library events, serving refreshments or similarly assisting with programs; performing clerical tasks such as photocopying, typing, filing, answering phones and receiving, counting and depositing money, if assigned.

Minimum Qualifications

Training and Experience: Graduation from high school and two (2) years of clerical experience, including one (1) year public contact experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: English grammar, punctuation, spelling and arithmetic; practices, procedures and operation of a library; library classification systems including the Dewey Decimal System. Some knowledge of common data base management, spreadsheet and word processing software.

Ability to: operate moderately complex computer automated library systems comparable to those currently in use; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees and the general public; maintain accurate records.

Skill in the safe operation and care of common office equipment including mainframe terminals and personal computers.

Physical Requirements: required to sit and stand for extended periods of time assisting patrons, inputting data and checking in and out materials; climb step stools and reach overhead to place books on top shelves (up to 8 feet high); occasionally required to move heavy objects, including carts loaded with books.

Special Requirements Work evenings and weekends.

Director of Personnel

Department Head